



American Recovery and Reinvestment Act (ARRA) Quarterly Reporting

DUNS Number Questions

1: What is a DUNS number? Why do I have to report it?

A: DUNS stands for Data Universal Numbering System. It is a unique nine-digit number that entities who are direct grantees of federal agencies have been required to have for years. The ARRA requires each sub recipient (school districts and special education cooperatives) to obtain a DUNS number.

2: What is the process to register for a DUNS number?

A: To verify or register for a DUNS number, go to the Dun & Bradstreet website at: <http://fedgov.dnb.com/webform/displayHomePage.do>.

The following information will be needed to obtain a DUNS number:

- a. Name of organization
- b. Organization address
- c. Name of the CEO/organization owner
- d. Legal structure of the organization (corporation, partnership, proprietorship)
- e. Year the organization started
- f. Primary type of business
- g. Total number of employees (full and part time)

3: Do I have to input the DUNS number every quarter?

A: No. Every LE must report their DUNS number during the first quarterly reporting cycle. The DUNS number will be saved once initially entered.

For assistance, please contact:

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